G. R. S. IX-5]

Previous references.

E. A 33-14-1

Gen. 33-17-1

Later references.

LRG 487-20 xl

Gen. 12-22-1

1

File No. 209-17

Serial Nos. 1

1917-18

(E. Ag.)

Ph2E

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1

Part B for June 1918

SUBJECT.

Petition Rules.

To The Heads of Departments
The Deputy Commissioners of Districts
The Secretaries to Government

G.O. no 2542-91 E. Ag. 209 dated 12th June 1918

Issues revised Petition Rules –

W D 88—GPB—50,000—24-7-16

Unclosed 12/7/18

2/1

GENERAL AND REVENUE SECRETARIAT.

Ex. A-G.

NOTES.

Ex. A-G. File No. 209-17

FILE HEADING.

Revision of the petition Rules (Revision of the G.R.S.) Responsibility Sheet Item 10(a)

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

In the Govt order recently issued for the Reorganisation of the General and Revenue Secty, one of the points to be attended to is the Revision of the petition

NOTES—First Sheet.

GPB—20,000—8-8-14

Serial No.

Rules issued with G.O. No. 872-70/G.A.-33-14-1 dt 11/4/14

2. G. A. G. 33-14 containing the existing rules is put up.

3. The rules 316 to 328 of the Secy Manual relate to the receipt and disposal of petitions in the Secy.

It is more a question of enforcing than of revising the rules. The attention of Branches may be drawn to the rules and they may be asked not to recommend the admission of any petn, not fully meeting the requirements. Even if a petn is inadvertently admitted, they should point out the defects & obtain orders for rejection. If approved, a circular to this effect can be issued

10/11/17

Chief Secy

I think a few changes are desirable. I shall be glad if the Hs. discuss the matter with me in person.

12/11/17

NOTE—Contn. sheet

Legislt & resolution

WD 1233—GPB—60,000—1-12-16—S.

4

G. R. S. III-2]

General and Revenue Secretariat.

G & R File No. 209 of 191 .

Serial No.

The changes discussed in person are incorporated in the accy copy in red ink.

NLL
16/11/17

(Chief Secy)

A few changes seem necessary in the petition rules. These are shown in the copy printed - They may be considered after approval, the rules may be reissued.

2099
21.11.17

Secy

CBZ
19/11/17

There are the suggestions in my note on Secretary's June. 16 -
This seems to have the following rules. Lacking defects in practice
1. Existing appeals the attendance and adjournment a certain time days There be fees calling petns if any
2. All G. appeals shd invariably record petition themselves - shall ~~all~~ petns typed with stamp paper be recorded in the appeal register
3. Petns forwards of orders - once passed - shd be rejected unless they contain any new or wrong inf having a material bearing

NOTE—Contn. sheet.

General and Revenue Secretariat. | EAG File No. 209 of 1917.

Serial No. 1

on the case the prestige accordingly

4. No pet will be entertained until the stamped is need. with the [illegible] of the stamp land -

The soil is a summary of the chief provisions governing the levy of stamp duty on petitions

H.E. [illegible] of

5. Pets addressed to higher authority should always be forwarded by the Processing Them

6. Pets should be disposed of as promptly as possible. During this the date admission of that pets to be disposed in site of all pending pets should be related displaced in the vicinity of that camps should be inspected.

7. Pets once disposed of, on merits attorney by proper authority cannot be entertained [illegible] to Survey [illegible]

Please [illegible] these [illegible] & [illegible] a complete draft rules

The file about Pensions is with Rev. Take extract from members note on pension 23/1/18

Manager
Please put up fresh note regd to Also a summary of C.J.R. relating to stamp duty for Pensions

NOTE—Contn. sheet

[illegible] 14.1

G. R. S. III-2]

General and Revenue Secretariat.

GAD File No. 209 of 1917.

Serial No.

Draft rules & Draft G.O. are subd.

25/1 The revised draft embodies the views contained on the previous pages. If approved, the order & rules will be got printed and subd for circulation

Chief Secy

30/1

27/2/18

27/2

Proof of the G.O. issuing revised petition rules

Subd 12/3

Please obtain revised proof - too many mistakes

14/3

Subd. with the revised proof - received to-day - duly corrected.

16/3

Chief Secy

16/3.

The draft as revised & printed in proof may be approved.

4971 19/3/18

Devany

18/3/18

18/3

May be approved by circulation.

7.5.18

C.S.

Circulate.

8/5/18

NOTE—Contn. sheet.

67

(For Disposal by Circulation)

No. C. 666

14/5/1918.

GENERAL AND REVENUE SECRETARIAT.

COUNCIL MATTER.

SUBJECT.

Revision of the rules for the receipt and disposal of petitions in Public Offices in the State.

CIRCULATED TO THE MEMBERS OF COUNCIL.

By Order,

C S Balasundaramiyer

Chief Secretary to Government.

10th May 1918.

Extraordinary Member of Council. approved. 17.5.

4096/14/5.

First Member of Council. approved. 14/5

239/11.5.18.

Second Member of Council. approved subj. to poll. para 3. (my note) Does not seem to have been embodied.

Has been embodied in Rule 17 of the new rules. CSB 27/5

I have suggested deletion of the 2 pie taxation. for papers in connected file U 21.5

WD 2670—GPB—1,000—11-5-17

Revision of the Petition Rules 7 8

G. R. S. 12]

General and Revenue Secretariat. | EAG File No. 209 of 1917.

Serial No.	
	D.O.L. & Submitted Dewan 25/5/18 28/5
6244 28/5/18	

NOTE—Contn. sheet.

6 9

Submitted to His Highness.

The petition rules now in force are those issued with Government order No. G.8721-70/E.A.33-14-1, dated the 11th February 1915. While passing orders on the re-organization of the General and Revenue Secretariat in October last, Government directed that the said rules should be suitably revised and enforced. Certain additions and alterations were suggested by the Chief Secretary and the Second Member, and these have been incorporated in the rules and approved of by the other Members of Council. I solicit His Highness's kind sanction for the re-issue of the rules as revised.

[illegible]

4th June 1918.

c.666? P-67 10

Record of Cases submitted for the Orders of His Highness the Maharaja

Subject.

Revision of the Petition Rules.

No 7910 4-6-18

1383

Order.

KRW 7/6/18

G.O. No 2542-91/E.A 8 dt 8/12/91 sent to Res on 12-6-18.

Ch. Sankaraiah 8-6-18

156 10-6-18. 4428 11.6. 11/6

Recd 11.6.18.

10 11

G. R. S. 12]

General and Revenue Secretariat.

E. A. & File No. 209. of 191 7.

Serial No.

This may be sent to Br. II (S.R.) Section for kindly verifying the stamp rules appended to the printed order (copy put up) & returning the file very early. The order has to issue urgently

Ed 19/6 [illegible]

19 JUN 1918

H 3279-17

The rates of stamp duty on applications or petitions as given in the G.O. have been compared with that given in Schedule II of the Court Fees Regulation and found to agree.

The following cases have to be added to the list of applications exempted from stamp duty as given in the G.O.:—

1. Applications for building sites. (Notfn. No. 1166/R.489 of 11.8.98)
2. — do — from minor village servants for recovery of miras due to them. (Notfn. No. R 5300 of 8.2.02),
3. — do — made to a Sub-Registrar under sections 24 & 34 of the Registration Regulation. (Notfn. No. 1443-53/R576 dated 23rd Aug. 1898).
4. — do — for the refund of the value of spoilt or useless stamps. (Notfn. No. Gl. 1853/S.R.30-17-1 dated 26-9-17)

Subd.

NOTE—Contn. sheet.

GPB—20,000—30-6-15

21-6-18 Br VIII

24.6.18.

G. R. S. III-2]

General and Revenue Secretariat.

B

11

12

E a G File No. 209 of 191 ..

Serial No.	
	G.O. No. 2542-91 - E. A. G. 209, Dated 12.6.18
	Issues revised petition rules.
	The papers may now be filed.
	Subd. 8/7
	9/7
	Kanarese translation of the G.O. is Sent to Press on 13/7/18.

NOTE—Contn. sheet.

WD A 1769—GPB—60,000—20-3-18—S

13

12

G.R.S. 28]

Diary No. of letter replied to_____

GENERAL AND REVENUE SECRETARIAT.
( )

, the 191 .

Date of issue_____

Signed by_____

May this be

i printed?

ii treated as a standing order?

iii published in the Gazette English part?

iv translated?

v placed at the disposal of the Press?

vi published in the Gazette Kannada part?

File No.

Serial No.

Proceedings of the Government of His Highness the Maharaja of Mysore

READ—

G.O. No. G 8721-70/E.A. 33-14-1, dated 11th February 1915 prescribing rules for the receipt and disposal of petitions in public offices in the State.

ORDER ~~THEREON~~.—No.

The rules issued with the above order are ~~simplified~~ revised in the light of the experience since gained and are printed as an appendix to this order.

~~over.~~

Chief Secretary

SUBJECT. To

The Heads of Depts.
" Dy. Commrs. of Dts.
" Compiler, Mysore Gazette for publication in the Gazette.

Print & S.O.

GPB—50,000—1-12-12

No. G. 8721-70—E. A. 33-14-1 DATED, 11TH FEB. 1915.

RULES FOR THE RECEIPT AND DISPOSAL OF PETITIONS.

1. Nothing contained in these rules will affect the procedure, if any, prescribed by law or by competent authority for any special classes of petitions.

2. Every petition must be written on the three pie petition paper prescribed for the purpose or at any rate on durable stout paper of that size, leaving a quarter margin blank on the left hand side. The court fee stamp, if any, should not be affixed on the left hand quarter margin.

3. Every petition must be complete in itself and refer to a single subject. It should contain all material facts and arguments relied on by the petitioner. All documents in the possession of the party necessary for its disposal or copies thereof should accompany the petition. Appeal petitions should be accompanied by authenticated copies of the orders appealed against or endorsements issued to the party.

4. Every petition must be legibly written and as concisely as the nature of the case admits of. It should not be unnecessarily prolix, or couched in unintelligible, exaggerated or disrespectful terms.

5. Petitions should conform ~~to the stamp~~ law, if any, applicable to the matter to which they relate. – Including the, they should be expected drafted please see

6. Petitions not addressed to the lowest authority competent to grant the relief prayed for will ~~be referred to such authority, and the fact intimated to the party~~ returned to the petitioner with an endorsement specifying the office to whom the petition should be presented as a rule

7. Petitions from persons in the service of Government relating to any matter affecting their official position should be forwarded only through their official superiors.

8. When a petition is not drawn up or presented in conformity to the preceding rules, it will be returned with an endorsement specifically pointing out which of the rules have been infringed.

9. Petitions may be presented in person or posted to the address of the officer or placed in a box provided for the purpose in each office. Petitions by telegraph will not generally be attended to.

10. If the party desires an acknowledgment of the receipt of his petition, ~~he may annex thereto a receipt with a~~ court fee stamp of one anna ~~affixed thereon, and the said receipt will be returned to him signed by~~ the officer to whom the petition is presented or ~~by~~ some authorised agent of his office will thereupon acknowledge the receipt of the petition. He may ask for the same and affix an anna

11. In respect of every petition conforming to these rules and presented in person or sent by post, a full endorsement in writing should be given embodying the final orders.

12. When ~~orders cannot be passed on the day a petition is personally presented~~ there is likely to be delay in passing orders on a petition, the applicant should at once be informed verbally or by post of the probable time within which orders will be passed. He must ~~not~~ be kept waiting at the office for orders. ~~When petitions otherwise received are not disposed of in a week, an acknowledgment should be sent by post to the petitioner, informing him when final disposal may be expected.~~

13. Petitions should not be referred to subordinate officers for report unless there is a real necessity ; and when reports are required, the points on which information is wanted should be clearly indicated. a time fixed for return should be fixed as far as possible

14. Copies of orders passed on petitions should, as far as possible, be delivered to petitioners in person by the officer passing the order, the date of delivery being noted in the order. Where this is not practicable, the order should be sent in duplicate to the subordinate officer, who will deliver one copy to the parties concerned and note on the other the actual date of delivery under his signature.

No. G. 8721-70—E. A. 33-14-1 DATED, 11TH FEB. 1915.

14 ~~15.~~ Every petitioner should be informed of the final order on his petition direct from the office to which the petition was presented and not referred to any subordinate office for an answer to his petition, except in cases covered by Rule 6.

15 ~~16.~~ After the passing of a final order, no notice will be taken of a second petition on the same subject, unless new matter requiring special consideration be introduced.

16 ~~17.~~ Petitions should be received daily at a fixed hour during office hours by the officer himself and not by the clerks. He should keep to that hour as far as the exigencies of business will permit.

17 ~~18.~~ A notice informing the public of the hours between which petitions should be presented should be affixed to a notice board outside the office.

18 ~~19.~~ When a petition is sent for explanation or report to a subordinate officer, a reply should be despatched within ten days after its receipt if the required information can be obtained from the records. But if it is necessary to investigate the matters referred to in the petition by the examination of individuals or by reference to subordinate officers at a distance, the report should be sent as early as practicable within a month. If a longer time is absolutely necessary, an *ad interim* report should be submitted and further time obtained.

19 ~~20.~~ In all offices where the average number of petitions received in a year exceeds fifty, a separate register should be maintained for entering petitions. But copy applications, darkhasts and other kinds of petitions for which special registers are maintained need not be entered in the petition register also.

21. Below the entry of each petition sufficient space should be left for entering reminder petitions, if any should be received.

22. The register should be in the form appended below:—

1	2	3	4	5	6
Number	Date of receipt	Petitioner's name and place of residence	Purport of petition	Notes of action taken	Date and order of disposal in brief

Note.—In column 5 should be entered briefly every step in the progress of the case, including references if any, made upon the petition to other offices and the replies received therefrom.

23. An Alphabetical Index of places and persons should be attached to the register and written up from time to time.

~~24.~~ Every officer who receives on the average more than fifty petitions a year should submit to the authority to whom he is immediately subordinate a quarterly return in the following form. Explanations for all cases pending over six months should be appended.

1. Pending from last quarter.
2. Received during the quarter.
3. Disposed of finally.
4. Pending at end of quarter.—
   (*a*) Number pending personal enquiry.
   (*b*) Number pending with subordinate officers or other departments.
   (*c*) Reported on to Higher Officers and pending replies.
   (*d*) Number pending more than three months.

16
14

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G.O. No. 8721-70—E.A. 33-14-1, dated 11th Feb. 1915

Petition Rules.

Issuing a set of — for adoption in all public offices in the State.

GPB—15-2-15—300

No. G. 8721-70—E. A. 33-14-1, DATED 11TH FEBRUARY 1915.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

Order No. G. 8721-70—E. A. 33-14-I, dated 11th February 1915.

With a view to better regulate the method of dealing with petitions in public offices in the State, the Government of His Highness the Maharaja are pleased to issue the accompanying rules, in supersession of the existing ones on the subject.

D. M. NARASINGA RAO,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Heads of Departments.
The Deputy Commissioners of Districts.
The Compiler, *Mysore Gazette*, for publication in the Gazette.

Exd.—C. R.

CONFIDENTIAL MEMORANDUM OF THE FIRST MEMBER OF COUNCIL IN REGARD TO THE METHODS OF BUSINESS IN THE SECRETARIAT RELATING TO SCHEDULE AND NON-SCHEDULE MATTERS AND GENERAL ADMINISTRATIVE CORRESPONDENCE.

At the last meeting of the Council that I attended, I promised to place a short note on the above subject for consideration of the Dewan in Council. As the official year is now coming to a close I think it is an opportune moment to consider the defects which I think will have been experienced by all the Members of Government that at present exist in the organization of the Secretariat and in the system of work prescribed for the disposal of Council matters. Although my experience is short, still I venture to summarize the defects that have been noticed by me in the course of ordinary work and if other Members of Government as well as the Dewan agree that such defects exist, then I would suggest that the recommendations that I make hereunder may be taken up for discussion at the earliest possible opportunity so that a final decision may be arrived at and the necessary modifications made.

The main defects can be brought under the following heads:-

(i) Important correspondence is allowed to be dealt with by the subordinate Secretariat officers without the proper guidance of the superior Secretariat Officers with the result that considerable delay takes place before ~~the~~ a file reaches the stage of final action.

(ii) Files go on circulating aimlessly from hand to hand and sometimes from office to office before the Member in charge of the Department concerned knows anything about the matter under consideration or the manner in which it is being dealt with.

1. Monthly arrear lists are not Subd to Members
2. Fortnightly statement to up.

(iii) There is no check of pendency of files in an effective manner although certain prescribed rules are adhered to in form. The Arrear Lists and such other methods apparently do not serve the purpose for which they were prescribed. The nature of disposal may be so noted that in fact it is no disposal at all and such practices do not result in any clear and unmistakable information being submitted to the Members of Government at any time as to the actual stage of the pendency in any department.

(iv) There is great delay in carrying out orders passed. It has come to notice that when Members pass final orders, the actual issue of the order to the parties or the officers concerned takes a considerable time.

(v) Unofficial consultation with Heads of Departments at the discretion of the Secretaries, Under Secretaries and Assistant Secretaries has already been condemned by me. This leads not only to avoidable delays but causes also fruitless and unnecessary discussion with reference to points brought out in the Secretariat notes, not of a very intelligent and pertinent character sometimes. Such unofficial references are not very palatable to the Heads of Departments themselves.

this evil exists to some extent

(vi) There is no definite or precise responsibility fixed amongst the different grades of Secretariat Officers. There is no co-ordination of authority and jurisdiction with the result that sometimes important matters are dealt with by different branches of the Secretariat, each taking his own time according to his own lights.

Exec. Sch. Council may be reviewed

(vii) There is far too much routine work in the Secretariat which can very well be delegated to (a) Heads of Departments and (b) superior Secretariat Officers under a suitable system of decentralization.

20 16

(viii) Petitions and appeals to Government are dealt with in a very unsystematic manner which has caused inordinate delays in their final disposal in many cases. These delays relate to several stages of disposal, viz.:-

i. Putting up for orders as to calling for records or for report.

ii. Actual calling for records.

iii. Dealing with these records

iv. Final disposal. &

v. The communication of orders to the parties concerned.

(ix) Important periodical returns etc., prescribed by Government in the various departments for the sake of exercising adequate supervision as regards the progress made in the different items of work ordered to be carried out are, as a rule, received long after the due date and the Secretariat makes no systematic effort to ensure their prompt submission. The result is that belated reviews are issued with remarks of no practical value so far as guidance to the officers addressed is concerned. This leads to inadequate supervision and general laxity on the part of local officers to carry out the instructions of Government.

(x) A considerable number of petitions and reviews in the various departments of Government are entertained by the Secretariat after final orders are passed resulting in duplication of work, multiplicity of files and voluminous note-writing which causes tremendous waste of energy, time and labour.

The above are a few of the defects and the list could be enlarged upon: but it is unnecessary for me to do so for my present purpose. My object is to show that the present organization of the Secretariat is unable to rectify the above defects. It is

absolutely necessary to take immediate steps to reduce unnecessary routine correspondence and note-writing. It is absolutely necessary to see that the various Government Orders and Proceedings that are being issued from time to time on all important and vital matters of administration are strictly adhered to and followed by the officers concerned. It is also necessary to see that the orders are promptly issued, that unnecessary delays are avoided, that there is some one responsible in the Secretariat who will command sufficient respect throughout the State and who will hold a position at least similar to that of a Head of Department, to co-ordinate all its energies, systematize all its procedure and be responsible in a general way for carrying out the policy of Government. At present, the three branches of the Secretariat, viz. General Department, Revenue Department and Education & Agricultural Department, do not co-ordinate with each other in a harmonious manner. There is further, no one responsible as the supreme Secretariat authority to check irregularities, to nip in the bud the unnecessary swelling of Secretariat files, to expedite the circulation of papers amongst Members of Government, to check pendency, to minimise delays and to take adequate notice of all irregularities then and there. A detailed examination of the Secretariat work will, I am sure, disclose a state of affairs which will not altogether be pleasing to Government. It would be difficult to find fault with any particular officer for the defects, because I consider that it is not the fault of the individual officers concerned but it is the fault of the system.

I have already with the approval of the Dewan got an order issued as regards the necessity of consulting the Members of Government on all important matters before it is noted upon by the Secretariat officers. This is only one of the means to the end I have in view. The present note is intended to deal with the Secretariat organization: and the changes that may be necessary as regards the detailed procedure may be finally decided upon with reference to the publication and issue of the Secretariat Manen-

V8 22

Essentials that were recently discussed in Council.

As regards the organisation, I consider it highly necessary to have a Chief Secretary to Government. I am aware that there was such an institution before. I confess I have not studied the literature on the subject which led to its abolition. Nevertheless, I do not think that any very strong grounds need be urged in favour of a reversion to that system. A careful analysis of the views and opinions held by the Heads of Departments who are directly responsible for carrying on the administration will convince Government that there is not that spirit of co-operation amongst Heads of Departments, there is not that keenness of work expected of them, because they are not exactly sure of their own position in regard to their own responsibilities and their duties. Such an uncertain position and an undesirable frame of mind are entirely due to the present organisation and the methods of the Secretariat. It is necessary, therefore, to appoint an officer at least of the status and importance of the Head of Department as the Chief Secretariat officer of Government who will be able to co-ordinate under his authority all the different agencies in the Secretariat for the suitable and satisfactory disposal of all Government matters that come to the highest administrative office of the State. His pay should not be less than Rs.1,400- the pay of a Head of a Department. His pay should also be incremental so that it may be worth his while to remain in that post for at least three years if not more. I would therefore recommend that his pay be fixed at Rs.1,400 rising by annual increments of Rs.50 to Rs.1,600.

With a Chief Secretary of this status I would suggest that ~~suggest~~ the other branches of administration be subdivided under the following sub-Secretariats, viz.,

(i) Revenue and Agriculture.
(ii) Local and Legislative including Education.

I would strongly advocate the separation of the Secretary to

to the Economic Conference from any of these appointments. The Conference Secretary should be a separate officer altogether. At present a combination of the functions of the Secretary to the Economic Conference and Secretary for Education and Agriculture has resulted in much confusion, delay and inefficiency, for which I am not in a position to blame anybody. When the Secretaryship to the Economic Conference is separated from the ordinary administration as it should be, then, the Chief Secretary who must deal with all the most important papers himself through the other Secretaries as well as the two other Secretaries who will be more or less in the nature of Under- secretaries with a pay of about Rs.1,000 with a local allowance, ought to be able to manage all the Secretariat work with greater ability, despatch and precision.

As regards Council procedure, there is considerable delay in the despatch of ordinary routine business in the Council owing firstly, to the accumulation of subjects included in the Agenda from week to week. This accumulation is no doubt due to a certain want of decentrali ation in the methods of administration and partly due to existing rules as to the disposal of business in Council. The files are circulated in very many ways very many times and some method should be adopted by which such circulation is minimised. Members in charge of Departments should be given a greater latitude and greater freedom. It may be necessary to prescribe a return embodying briefly for every fortnight, the orders passed by them under such a scheme of decentralisation for the information of the Dewan and His Highness the Maharaja. Under the present rules, to bring a subject before the Council it is necessary to obain the orders of the Dewan. Many a routine matter has therefore to be circulated more times than is absolutely necessary in satisfaction of this rule. While it is necessary to have all constitutional checks so that no errors or irregularities may creep in, it is on the other hand necessary to create greater

sense of responsibility on the part of the Members of Governmnet if they are to exercise any administrative functions and are not merely exercising advisory functions in their capacity as Members. The schedule subjects should be prepared in the first instance by the Chief Secretary with the assistance of an Under Secretary and submitted to the Member in charge of the Department concerned, who should have a draft order ready for consideration in Council. The circulation of files before the Council meeting should be conducted in such a manner that if there is no disagreement to the draft order, the matter may at once be disposed of without discussion. If any disagreement occurs it would be noted and only such matters may be discussed in Council.

I am not quite certain in my own mind as to the utility of the rule regarding the Two-Member subjects. The constitutional check afforded as regards the schedule subjects appears to be sufficient and non-schedule subjects may be left to be disposed of by the Member in charge. This will lead to greater sense of responsibility as well as promptitude and in any case, as the Dewan is the Chief Executive Officer of the State, a discretion may be left to the Chief Secretary to submit before actual issue, any proceedings or orders approved by the Member in charge, to the Dewan for his information or criticism.

A greater latitude similarly requires to be given to the Chief Secretary as well as to the two other Secretaries under him in regard to the disposal of routine matters, a list of such disposals being placed on the table of the Members in charge of the respective departments for their information.

The details of the above modification may be worked out by the special officer about to be appointed, should the general principles above enumerated be accepted and approved of by the Council.

In conclusion, I would express the opinion that no additional

21 25

expenditure need be incurred to carry out these modifications. The Secretariat establishments are sufficiently large to enable us to re-adjust the different parts thereof and one or two Assistant Secretaries may be very well abolished to provide for funds required for the additional emoluments of the Chief Secretary.

P (XIV)

(Id.) A.R.B.

21-6-1916.

Proceedings of the Government of H.H. the Maharaja of Mysore

General and Revenue Departments

OFFICE OF THE SUPERINTENDENT No. 5727 7-3-18 BANGALORE GOVERNMENT PRESS

Read --

Government Order No. G.8721-70 -- E.A.33-14-1, dated the 11th February 1915 prescribing rules for the receipt and disposal of petitions in public offices in the State.

Order No. ....., dated .....

The rules issued with the above order are revised in the light of the experience since gained and are printed as an appendix to this order.

C.S.Balasundaram Iyer

Chief Secretary to Government

To

The Heads of Departments

" Deputy Commissioners of Districts

" Compiler, Mysore Gazette for publication in the Gazette.

Note to Press :- Two proofs may be kindly sent at a very early date.

Press copy.

By order

For Chief Secretary to Govt.

Prof

W.D.B.1/3

Appendix to G.O. No: .... Dated 27

23

RULES FOR THE RECEIPT AND DISPOSAL OF PETITIONS. — small caps.

1. Nothing contained in these rules will affect the procedure, if any, prescribed by law or by competent authority for any special classes of petitions.

2. Every petition must be written on the three pie petition paper prescribed for the purpose or at any rate on durable stout paper of that size, leaving a quarter margin blank on the left hand side. The court fee stamp, if any, should not be affixed on the left hand quarter margin.

3. Every petition must be complete in itself and refer to a single subject. It should contain all material facts and arguments relied on by the petitioner. All documents in the possession of the party necessary for its disposal or copies thereof should accompany the petition. Appeal petitions should be accompanied by authenticated copies of the orders appealed against or endorsements issued to the party.

4. Every petition must be legibly written and as concisely as the nature of the case admits of. It should not be unnecessarily prolix, or couched in unintelligible, exaggerated or disrespectful terms.

~~5. Petitions should conform to the stamp law, if any, applicable to the matter to which they relate.~~

5. No petitions will be entertained unless it is stamped in accordance with the provisions of the stamp Law. ~~The following is~~ A summary of the chief provisions governing the levy of stamp duty on petitions is appended:

6. Petitions not addressed to the lowest authority competent to grant the relief prayed for will, as a rule, be returned to the petitioner with an endorsement specifying the officer to whom the petition should be presented.

7. Petitions addressed to higher authority should always be forwarded by the officer receiving them.

8 ~~7~~. Petitions from persons in the service of Government relating to any matter affecting their official position should be forwarded only through their official superiors.

9 ~~8~~. When a petition is not drawn up or presented in conformity to the preceding rules, it will be returned with an endorsement specifically pointing out which of the rules have been infringed.

10 ~~9~~. Petitions may be presented in person or posted to the address of the officer or placed in a box provided for the purpose in each office. Petitions by telegraph will not generally be attended to.

11 ~~10~~. If the party desires an acknowledgment of the receipt of his petition, he may ask for the same and affix an additional ~~annex thereto a receipt with a~~ court fee stamp of one anna. ~~affixed thereon, and the said receipt will be returned to him signed by~~ The officer to whom the petition is presented or ~~by~~ some authorised agent of his office will thereupon acknowledge the receipt of the petition.

12 ~~11~~. In respect of every petition conforming to these rules and presented in person or sent by post, a full endorsement in writing should be given embodying the final orders.

13. ~~12~~. When there is likely to be delay in passing orders on ~~orders cannot be passed on the day~~ a petition ~~is personally presented,~~ the applicant should at once be informed verbally or by post of the probable time within which orders will be passed. He must on no account ~~not~~ be kept waiting at the office for orders. ~~When petitions otherwise received are not disposed of in a week, an acknowledgment should be sent by post to the petitioner, informing him when final disposal may be expected.~~

14. ~~13~~. Petitions should not be referred to subordinate officers for report unless there is a real necessity; and when reports are required, the points on which information is wanted should ~~be clearly indicated.~~ as far as possible be clearly indicated and a time fixed for the return of the petition with the report.

15. Petitions should be disposed of as promptly as possible; Touring officers should take advantage of their tours to dispose in situ of all pending petitions ~~which~~ relating to places in the vicinity of their Camps, ~~and~~ which ~~that should be inspected~~.

16. ~~15~~. Every petitioner should be informed of the final order on his petition direct from the office to which the petition was presented and not referred to any subordinate office for an answer to his petition, ~~except in cases covered by Rule 6.~~

17. Petitions once disposed of on merit after enquiry by proper authority cannot be re-entertained and are liable to summary rejection.

18. Petitions for review of orders once passed should be rejected unless they contain any new or additional information having a material bearing on the case, which justifies a re-consideration.

19 ~~17~~. Petitions should be received daily at a fixed hour during office hours by the officer himself and not by the clerks. He should keep to that hour as far as the exigencies of business will permit. ~~In the case of~~ Executive Officers, ~~they will~~ should set apart a certain time, while at head quarters for calling petitioners, if any.

20. Executive officers when at headquarters should set apart a certain time during office hours for calling petitions, if any.

21. All executive officers should invariably receive petitions themselves and have all such petitions together with fees, stamp papers to be recorded in the office register

22 ~~18.~~ A notice informing the public of the hours between which petitions should be presented should be affixed to a notice board outside the office.

23 19. When a petition is sent for explanation or report to a subordinate officer, a reply should be despatched within ten days after its receipt if the required information can be obtained from the records. But if it is necessary to investigate the matters referred to in the petition by the examination of individuals or by reference to subordinate officers at a distance, the report should be sent as early as practicable within a month. If a longer time is absolutely necessary, an *ad interim* report should be submitted and further time obtained.

24 20. In all offices where the average number of petitions received in a year exceeds fifty, a separate register should be maintained for entering petitions. But copy applications, darkhasts and other kinds of petitions for which special registers are maintained need not be entered in the petition register also. In the case of offices in which the disposal Number System has been introduced, the current register for petitions prescribed thereunder should be maintained.

25 ~~21.~~ Below the entry of each petition sufficient space should be left for entering reminder petitions, if any should be received.

26 ~~22.~~ The register should be in the form appended below :—

1	2	3	4	5	6
Number	Date of receipt	Petitioner's name and place of residence	Purport of petition	Notes of action taken	Date and order of disposal in brief

Note.—In column 5 should be entered briefly every step in the progress of the case, including references if any, made upon the petition to other offices and the replies received therefrom.

27 ~~23.~~ An Alphabetical Index of places and persons should be attached to the register and written up from time to time.

~~24.~~ Every officer who receives on the average more than fifty petitions a year should submit to the authority to whom he is immediately subordinate a quarterly return in the following form. Explanations for all cases pending over six months should be appended.

1. Pending from last quarter.
2. Received during the quarter.
3. Disposed of finally.
4. Pending at end of quarter.—
   (*a*) Number pending personal enquiry.
   (*b*) Number pending with subordinate officers or other departments.
   (*c*) Reported on to Higher Officers and pending replies.
   (*d*) Number pending more than three months.

~~Number~~	Nature of petition	Proper fee
	26	30
Application or petition	(a) When presented to any officer of the Customs or Excise Department or to any magistrate by any person having dealings with the Government, and when the subject-matter of such application relates exclusively to those dealings; or when presented to any officer of Land Revenue by any person holding temporarily-settled land under direct engagement with Government, and when the subject-matter of the application or petition relates exclusively to such engagement; or when presented to any Municipal Commissioner under any law for the time being in force for the conservancy or improvement of any place, if the application or petition relates solely to such conservancy or improvement. or when presented to a Deputy Commissioner or other officer of revenue in relation to any suit or case in which the amount or value of the subject-matter is less than Rs.50; or when presented to an Board or executive officer for the purpose of obtaining a copy or translation of any judgment, decree or order passed by such Board or officer, or of any other document on record in such office.	one anna

5

~~Number~~	Nature of petition	27	Proper fee
Application or petition	(b) When containing a complaint or charge of any offence other than an offence for which police officers may under the Cr.P.C., arrest without warrant, and presented to any criminal court; or when presented to a Civil, Criminal or Revenue Court, or to a Deputy Commissioner, or any Revenue officer having jurisdiction equal or subordinate to a Deputy Commissioner or to any magistrate in his executive capacity, and not otherwise provided for by this Regulation		Eight annas
	(c) When presented to the Chief Controlling Revenue or Executive Authority		One rupee
	Appeals to Government		Two rupees

The following documents are not chargeable with any fee:-

(1) Application or petition to a Deputy Commissioner or other officer making a settlement of land-revenue, or to the Government, relating to matters connected with the assessment of land or the ascertainment of rights thereto or interests therein, if presented previous to the final confirmation of such settlement.

(2) Application relating to a supply for irrigation of water belonging to Government.

(3) Application for leave to extend cultivation, or to relinquish land, when presented to an officer of land revenue by a person holding, under direct engagement with Government, land of which the revenue is settled, but not permanently.

(4) Application for service of notice of relinquishment of land or of enhancement of rent.

(5) Written authority to an agent to distrain.

(6) Petition, application. charge or information respecting any offence, when presented, made or laid to or before a Police-pfficer or to or before the Heads of the Village Police.

(7) Complaint of a public servant (as defined in the Indian Penal Code), a municipal officer, or an officer or servant of a Railway Company.

(8) Application for permission to cut timber in Government forests, or otherwise relating to such forests.

(9) Application for payment of money due by Government to the applicant.

(10) Petition of appeal against any municipal tax.

(11) Applications for compensation under any law for the time being in force relating to the acquisition of property for public purposes.

(12) Petitions under the Indian Christian Marriage Act, 1872, Sections 45 and 48.

OLD RULE

1. Petitions should conform to the stamp law, if any, applicable to the matter to which they relate.

2. Petitions not addressed to the lowest authority competent to grant the relief prayed for will be referred to such authority, and the fact intimated to the party.

3. If the party desires an acknowledgment of the receipt of his petition he may annex thereto a receipt with a court fee stamp of one anna affixed thereon, and the said receipt will be returned to him signed by the officer to whom the petition is presented or by some authorised agent of his office.

4. When orders cannot be passed on the day a petition is personally presented, the applicant should at once be informed of the probable time within which orders will be passed. He must not be kept waiting at the office for orders. When petitions otherwise received are not disposed of in a week, an acknowledgmentshould be sent by post to the petitioner, informing him when final disposal may be expected.

5. Petitions should not be referred to subordinate officers for report unless there is a real necessity; and when reports are required, the points on which information is wanted should be clearly indicated.

6. Copies of orders passed on petitions should, as far as possible, be delivered to petitioners in person by the officer passing the order, the date of delivery being noted in the order. Where this is not practicable, the order should be sent in duplicate to the subordinate officer, who will deliver one copy to the parties concerned and note on the other the actual date of delivery under his signature.

NEW RULE

1. No petittion will be entertained unless it is stamped in accordance with the provisions of the stamp law. A summary of the chief provisions governing the levy of stamp duty on petitions is appended.

2. Petitions not addressed to the lowest authority competent to grant the relief prayed for will, as a rule, be returned to the petitioner with an ~~endors~~ endorsement specifying the officer to whom the petition should be presented. Petitions addressed to higher authority should always be forwarded by the officer receiving them.

3. If the party desires an acknowledgment of the receipt of his petition he may ask for the same and affix an additional court fee stamp of one anna. The officer to whom the petition is presented or some authorised agent of his office will thereupon acknowledge the receipt of the petition.

4. When there is likely to be delay in passing orders on a petition the applicant should at once be informed verbally or by post of the probable time within which orders will be passed. He must on no account be kept waiting at the office for orders.

5. Petitions should not be referred to subordinate officers for report unless there is real necessity; and when a report is required, the points on which information is wanted should, as far as possible, be clearly indicated and a time fixed for the return of the petition with the report.

6 OMITTED IN FULL.

7. Petitions should be disposed of as promptly as possible; touring officers should take advantage of their tours to dispose in situ of all pending petitions relating to places in the vicinity of their camps.

31

OLD RULE

8. After the passing of a final order, no notice will be taken of a second petition on the same subject, unless new matter requiring special consideration be introduced.

9. Petitions should be received daily at a fixed hour during the office hours by the officer himself and notby the clerks. He should keep to that hour as far as the exigencies of business will permit.

32 34

NEW RULE

8. Petitions for review of orders once passed should be rejected unless they contain any new or any additional information having a material bearing on the case, which justifies a re-consideration

9. Petitions should be received daily at a fixed hour during office hour by the officer himself and not by the clerks. He should keep to that hour as far as the exigencies of business will permit. Executive officers shoul set apart a certain time while at head-quarters for calling petitioners, if any.

REVISED

PETITION RULES

Statement showing the difference between the old and new rules.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. 2542-91—E. A. G. 209, dated 12th June 1918.

Petition Rules.

Issues revised ——.

WD 1850—GPB—17-6-18—300

No. 2542-91—E. A. G. 209, DATED 12TH JUNE 1918.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

Government Order No. G. 8721-70—E. A. 33-14-1, dated the 11th February 1915, prescribing rules for the receipt and disposal of petitions in public offices in the State.

Order No. 2542-91—E. A. G. 209, dated 12th June 1918.

The rules issued with the above order are revised and are printed as an appendix to this order.

C. S. BALASUNDARAM IYER,
Chief Secretary to Government.

To—The Heads of Departments.
The Deputy Commissioners of Districts.
The Compiler, *Mysore Gazette*, for publication in the Gazette

Exd.—C. R.

APPENDIX.

RULES FOR THE RECEIPT AND DISPOSAL OF PETITIONS.

1. Nothing contained in these rules will affect the procedure, if any, prescribed by law or by competent authority for any special classes of petitions.

2. Every petition must be written on the three-pie petition paper prescribed for the purpose or at any rate on durable stout paper of that size, leaving a quarter margin blank on the left hand side. The court-fee stamp, if any, should not be affixed on the left hand quarter margin.

3. Every petition must be complete in itself and refer to a single subject. It should contain all material facts and arguments relied on by the petitioner. All documents in the possession of the party necessary for its disposal or copies thereof should accompany the petition. Appeal petitions should be accompanied by authenticated copies of the orders appealed or endorsements issued to the party.

4. Every petition must be legibly written and as concisely as the nature of the case admits of. It should not be unnecessarily prolix, or couched in unintelligible, exaggerated or disrespectful terms.

5. No petition will be entertained unless it is stamped in accordance with the provisions of the stamp law. A summary of the chief provisions governing the levy of stamp duty on petitions is appended.

6. Petitions not addressed to the lowest authority competent to grant the relief prayed for will, as a rule, be returned to the petitioner with an endorsement specifying the officer to whom the petition should be presented.

7. Petitions addressed to higher authority should always be forwarded by the officer receiving them.

8. Petitions from persons in the service of Government relating to any matter affecting their official position should be forwarded only through their official superiors.

9. When a petition is not drawn up or presented in conformity to the preceding rules, it will be returned with an endorsement specifically pointing out which of the rules have been infringed.

No. 2542-9—E. A. G. 209, DATED 12TH JUNE 1918.

10. Petitions may be presented in person or posted to the address of the officer or placed in a box provided for the purpose in each office. Petitions by telegraph will not generally be attended to.

11. If the party desires an acknowledgment of the receipt of his petition, he may ask for the same and affix an additional court fee stamp of one anna. The officer to whom the petition is presented or some authorised agent of his office will thereupon acknowledge the receipt of the petition.

12. In respect of every petition conforming to these rules and presented in person or sent by post, a full endorsement in writing should be given embodying the final orders.

13. When there is likely to be delay in passing orders on a petition the applicant should at once be informed verbally or by post of the probable time within which orders will be passed. He must on no account be kept waiting at the office for orders.

14. Petitions should not be referred to subordinate officers for report unless there is real necessity; and when a report is required, the points on which information is wanted should, as far as possible, be clearly indicated and a time fixed for the return of the petition with the report.

15. Petitions should be disposed of as promptly as possible; touring officers should take advantage of their tours to dispose *in situ* of all pending petitions relating to places in the vicinity of their camps.

16. Every petitioner should be informed of the final order on his petition direct from the office to which the petition was presented and not referred to any subordinate office for an answer to his petition.

17. Petitions once disposed of on their merits after enquiry by proper authority cannot be re-entertained and are liable to summary rejection.

18. Petitions for review of orders once passed should be rejected unless they contain any new or any additional information having a material bearing on the case, which justifies a re-consideration.

19. Petitions should be received daily at a fixed hour during office hours by the officer himself and not by the clerks. He should keep to that hour as far as the exigencies of business will permit. Executive officers should set apart a certain time while at headquarters for calling petitioners, if any.

20. A notice informing the public of the hours between which petitions should be presented should be affixed to a notice board outside the office.

21. When a petition is sent for explanation or report to a subordinate officer, a reply should be despatched within ten days after its receipt, if the required information can be obtained from the records. But if it is necessary to investigate the matters referred to in the petition by the examination of individuals or by reference to subordinate officers at a distance, the report should be sent as early as practicable within a month. If a longer time is absolutely necessary, an *ad interim* report should be submitted and further time obtained.

22. In all offices where the average number of petitions received in a year exceeds fifty, a separate register should be maintained for entering petitions. But copy applications, darkhasts and other kinds of petitions for which special registers are maintained need not be entered in the petition register also. In the case of offices in which the disposal number system has been introduced, the current register for petitions prescribed thereunder should be maintained.

23. Below the entry of each petition sufficient space should be left for entering reminder petitions, if any, should be received.

24. The register should be in the form given below.—

Serial number	Date of receipt	Petitioner's name and place of residence	Purport of petition	Value of Court fee stamps attached and enclosures	Notes of action taken	Date and order of disposal in brief
1	2	3	4	5	6	7

NOTE.—In column 6 should be entered briefly every step in the progress of the case, including references, if any, made upon the petition to other officers and the replies received thereto.

No. 2542-91—E. A. G. 209, DATED 12TH JUNE 1918.

25. An Alphabetical Index of places and persons should be attached to the register and written up from time to time.

SOME PROVISIONS GOVERNING THE LEVY OF STAMP DUTY ON PETITIONS.

Nature of Petition. *Application or Petition.*	Proper fee
(*a*) When presented to any officer of the Customs or Excise Department or to any Magistrate by any person having dealings with the Government, and when the subject matter of such application relates exclusively to those dealings; or when presented to any officer of Land Revenue by any person holding temporarily-settled land under direct engagement with Government, and when the subject-matter of the application or petition relates exclusively to such engagement; or when presented to any Municipal Commissioner under any law for the time being in force for the conservancy or improvement of any place, if the application or petition relates solely to such conservancy or improvement; or when presented to a Deputy Commissioner or other officer of revenue in relation to any suit or case in which the amount or value of the subject-matter is less than Rs. 50; or when presented to any Board or executive officer for the purpose of obtaining a copy or translation of any judgment, decree or order passed by such Board or officer, or of any other document on record in such office;	One anna
(*b*) When containing a complaint or charge of any offence other than an offence for which police officers may under the Criminal Procedure Code arrest without warrant, and presented to any criminal court; or when presented to a Civil, Criminal or Revenue Court, or to a Deputy Commissioner, or any Revenue officer having jurisdiction equal or subordinate to a Deputy Commissioner or to any Magistrate in his executive capacity, and not otherwise provided for by this Regulation;	Eight annas
(*c*) When presented to the Chief Controlling Revenue or Executive Authority.	One rupee
Appeals to Government.	Two rupees

The following documents are not chargeable with any fee:—

(1) Application or petition to the Deputy Commissioner or other officer making a settlement of land-revenue, or to the Government, relating to matters connected with the assessment of land or the ascertainment of rights thereto or interests therein, if presented previous to the final confirmation of such settlement.

(2) Application relating to a supply for irrigation of water belonging to Government.

(3) Application for leave to extend cultivation, or to relinquish land, when presented to an officer of land revenue by a person holding, under direct engagement with Government, land of which the revenue is settled, but not permanently.

(4) Application for service of notice of relinquishment of land or of enhancement of rent.

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(6) Petition, application, charge or information respecting any offence, when presented, made or laid to or before a Police-officer or to or before the Heads of the Village Police.

(7) Complaint of a public servant (as defined in the Indian Penal Code), as municipal officer, or an officer or servant of a Railway Company.

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M. Shama Rao
for Chief Secretary to Government.

To—The Heads of Departments.
The Deputy Commissioners of Districts.
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No. 2542-9—E. A. G. 209, DATED 12TH JUNE 1918.

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Translation when ready put up for further action
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